

**South Lane School District  
Job Description**



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**Job Title:** Online Learning Coordinator  
**Reports To:** Building Principal

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**Job Summary**

Supervise and assist students using online learning programs.

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**Essential Duties and Responsibilities**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Create user accounts for each student in program
2. Assists students, individually or in groups in how to use the online program
3. Monitors and assists students work and progress made
4. Tutor students
5. Administer Odyssey tests to students who missed scheduled tests and placement tests
6. Maintain accurate and confidential student records and update counselor, teacher, and/or case manager of progress
7. Prepare reports for teacher review
8. Maintain and monitor computers in the lab
9. Follows and maintains knowledge of all District policies and procedures
10. Monitors and assists students as needed in the classroom, passing time and at lunch
11. Responsible for the set-up and maintenance of the classroom, materials and supplies
12. Responsible for grading of coursework completed as assigned by the online learning program, following predetermined rubrics
13. Models appropriate behaviors
14. Participates effectively at regular team meetings with teachers and other support staff using appropriate social skills, problem solving and conflict resolution strategies
15. Maintains a safe environment for students at all times and reports safety, sanitary and fire hazards immediately to supervisor
16. Interacts thoughtfully and courteously with students, staff and parents and resolves conflict in a professional manner
17. Professionally represent the school and the District in interactions with parents, community, staff and students
18. Maintain appropriate certifications and training hours as required
19. Attend work regularly
20. Other duties may be assigned as needed
21. Attends staff meetings and in-service trainings

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## Supervisory Responsibilities

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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## Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Teacher certification preferred. Associate's degree (A.A.) or equivalent from two-year college or technical school or one to two year's related experience and/or training or equivalent combination of education and experience. Prior successful experience working in a school setting or with adolescent children strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with adolescents.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small and large group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent. Ability to apply concepts of basic algebra and geometry.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** General knowledge of computer usage and ability to use e-mail, Internet software and word processing software and OdysseyWare.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment and work in an environment with constant interruptions.
- **Certifications, Licenses, Registrations:** Certifications as determined by the District, ability to obtain a valid CPR/First Aid card, Oregon Driver License and bloodborne pathogen training.

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## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel and reach with

hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate, but occasionally high depending on student population and activities. The employee may be exposed to wet or humid conditions and outdoor weather conditions. Employee may be exposed to bloodborne pathogens.

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### **Other**

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time, as it deems advisable.

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Printed Name: \_\_\_\_\_